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10 AUG 1973

MEMORANDUM FOR: Director of Personnel

SUBJECT : FY 1974 Staffing Complement - Revised

REFERENCE : DD/M&S 73-1817, dtd 9 May 73;
Subject: Revised FY 1974
Staff Personnel Allocation

1. In accordance with instructions contained in referent memorandum, there is attached a Revised Staffing Complement for the Office of Finance which conforms to the currently authorized Fiscal Year 1974 ceiling [REDACTED] positions.

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2. This revised Staffing Complement reflects adjustments to align the operating components of the Office by function, consolidate executive responsibility for each functional area, and relieve the line executives of staff responsibilities not related to these functional areas. Principal changes are:

a. conversion of Deputy Director for Special Activities to Deputy Director for Plans and Systems. This officer will direct the activities of the elements of the Office of Finance concerned with the technical aspects of financial accounting; and

b. conversion of Chief, Plans and Systems to Special Assistant to the Director of Finance. This officer will provide staff assistance to the Director of Finance in fulfillment of those responsibilities of the Office of Finance which do not lend themselves to functional alignment such as the chairmanship of various finance related committees and the performance of special studies, evaluations and other duties relating to formulation of financial policy.

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3. The positions eliminated from the revised Staffing Complement are as follows:

<u>Organizational Unit</u>	<u>Position</u> <u>Title</u>	<u>Grade</u>	<u>Number</u>
Planning Staff	Accountant	13	0191*
Planning Staff	Clerk-Steno	5	0486*
Commercial Sys Aud Div	Business Accountant	7	0992*
Monetary Division	Cash Acct Assistant	9	0911
Monetary Division	Cash Acct Clerk	6	0814*
Accounts Division	Accountant	11	0673
Accounts Division	Secretary-Steno	6	0199
Accounts Division	Accounting Clerk	3	0498
Certification & Liaison Div.	Voucher Exam	6	0831*
Certification & Liaison Div.	Voucher Exam	5	0832*
Compensation & Tax Div.	Time Leave Pay Clk	5	0849* (4)
Compensation & Tax Div.	Time Leave Pay Clk	5	0853* (3)

*Multiple incumbency positions -- authorization to be reduced by one except where noted in Compensation & Tax Division.


The average grade of the Office of Finance is currently GS-9.083. Elimination of the above positions will raise the average grade of the Office slightly to GS-9.322. We have carefully considered our grade structure and we are unable to identify positions which can be downgraded to offset this slight increase in average grade. As stated in our memorandum of 1 May 1973 which submitted our original FY 1974 Staffing Complement, our capability to accommodate the current imposed reductions results from productivity improvements and not to the elimination of functions. The majority of these productivity improvements have occurred in the Compensation and Tax Division through elimination of clerical routines due to implementation of the revised payroll system. Also, as previously stated, we anticipate a greater requirement for experienced personnel capable of sophisticated financial analysis and review concurrent with reduced requirements for

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lower-graded personnel engaged in functions for which work loads will be reduced through new computer applications. Hence, a continuing upward movement in the average grade within the Office of Finance must be expected.

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Thomas B. Yale
Director of Finance

Attachment:
Staffing Complement

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